**reading musical foundation**

**APPLICATION FOR 2025-2026 APPROPRIATIONS: SPECIAL PROJECT APPLICATION**

***Special Project Application is to be used by organizations without a music-centric mission***

**Application Information for Applicants**

The Reading Musical Foundation (“RMF”) is now receiving Applications for Grants to be paid during the fiscal year beginning July 1, 2025, and ending June 30, 2026.

**RMF Appropriation Calendar:**

* RMF now offers two annual grant cycles to allow for organizations with calendar fiscal year to better align their request with their fiscal year. Organizations that have a fiscal year that does not end in June or December can self-select the cycle that makes the most sense for their program and financial planning.
* 2025-2026 Appropriation Calendar:
	+ February 28, 2025: Deadline for organizations with a June 30 Fiscal Year (FY)
	+ February 28, 2025: Deadline for funding requests for new projects/programs occurring July – December 2025 (open to organizations with a December 31 FY).
	+ October 15, 2025: Deadline for organizations with a December 31 Fiscal Year
	+ October 15, 2025: Deadline for funding requests for new projects/programs occurring January-June 2026 (open to organizations with a June 30 FY).

**Mission-Based Project Funding**

Organizations will be asked to select one of the following mission-related target areas for each of the programs they are requesting funding. To help organizations understand where their projects/programs will best fit, below are descriptions for each area:

***ADVANCING MUSIC EDUCATION: Defined as moving forward, in a purposeful way, the field of study associated with the teaching and learning of music.***

The primary focus of this goal is hands-on music education experiences. All projects should:

* Nurture musicians to the fullest extent of their ability/talent
* Engage members of the community as active participants and contributors to music teaching and learning

***ADVOCATING MUSIC EDUCATION: Defined as publicly supporting the field of study associated with the teaching and learning of music.***

The primary focus of this goal is on the music education network in our community. All projects should:

* Increase and strengthen the capacity of school music programs and community music education organizations
* Be collaborative in nature

***ADVANCING MUSIC APPRECIATION: Defined as moving forward, in a purposeful way, the understanding of the value music experiences have for individuals and the community.***

The primary focus of this goal is positive audience experiences. All projects should:

* Develop and engage new and existing audiences
* Foster increased access to the musical arts in Berks County

***ADVOCATING MUSIC APPRECIATION: Defined as publicly supporting the understanding of the value music experiences have for individuals and the community.***

The primary focus of this goal is on the providers of music education programs and presenters of music performances in our community. All projects should:

* Increase and strengthen the infrastructure capacity of community-based music providers and organizations
* Be collaborative in nature

**Other Anticipated Outcomes of RMF Appropriations:**

* Creates increased accessibility to the musical arts (education, performance, and/or appreciation)
* Fund programs that collaborate with other organizations
* Addresses the sustainability of area music organizations

**Evaluation Reporting**

RMF defines “outcome,” which is what we achieved as a result of our work. On the application, organizations are asked to define their anticipated outcomes, their evaluation methods, and whether their evaluation metrics will be subjective or objective. Organizations will be asked to address these outcomes, and if goals were achieved, as part of the evaluation process.

**Program-Based Funding**

RMF will award program-specific grants. Examples of such include music director/educator stipends, musician fees, rehearsal costs, etc. To condense the process, organizations may include multiple programs on the same program application if they are similar. For example, organizations may list all concerts in a series as a “Concert Series,” instead of creating an application for each concert. Other groupings may include education initiatives, masterclass series, etc. Please just fully explain each offering under the grouping.

**Application Process/Timeline**

* **Application Deadline: Friday, February 28, 2025**
* **Grant Decisions Announced: Week of May 19, 2025**
* Application is considered complete when all required documents have been received by RMF (Electronic Submissions: please assume that if the email was not confirmed, the application was not received).

**Frequently Asked Questions:**

* Only organizations that perform music primarily in Berks County are eligible for funding.
* Every fiscal year is a new year. The fact that RMF previously awarded funds for the same or a similar purpose is not relevant to the determination of a subsequent request.
* RMF may restrict or impose conditions on grants.
* The success of RMF’s public campaign directly impacts the availability of funds. ***Your organization’s support of RMF’s campaign this season is directly relevant to the total amount RMF will have available to appropriate***.
* RMF considers the community’s immediate needs in the arts so compelling that it cannot make grants for research at this time.
* All requests should be project/program-based; RMF will not consider capital campaign requests.

**Required Documents to Include with Application:**

* Exempt organization determination letter issued by the Department of the Treasury, Internal Revenue Service, and all notifications of any changes, or proposed changes, in your federal income tax status.
* Proof of current registration with the PA Department of State, Bureau of Charitable Organizations.
* List the members of your governing board, the name of the board chair, and all officers of your organization.
* If you received a grant from the Foundation for the current grant cycle, a Grant Evaluation Report must be completed, signed and submitted to the Foundation, at the Foundation’s office, no later than **April 15, 2025.** ***This is the only document that may be submitted after February 28, 2025.* The Grant Evaluation Report for 2024-2025 appropriations will be distributed after March 1, 2025.**

Please feel free to contact me with any questions or concerns regarding your application.

Sincerely,

Keri M. Shultz

President

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***Organizations requesting funding for multiple programs: Please complete one application for each program***

Name of Organization

Contact Person Phone Number

Mailing Address City/State/Zip

Email Address

List any Collaborating Organizations, if applicable:

Name of Program

Amount Requested from RMF Total Program Budget

RMF Mission Target Area:

🞏 Advancing Music Education 🞏 Advocating Music Education 🞏 Advancing Music Appreciation 🞏 Advocating for Music Appreciation

**Tell us about your organization:**

**Tell us about your program/project:**

How does this program fulfill your mission?

**What community need/ problem/issue does this program address?**

Who is your audience for this program?

RMF defines “outcome” as what you hope to achieve as a result of this program. Using that definition, what outcomes do you anticipate from this program?

How will you evaluate your program? Please note if you expect your methods to garner subjective or objective metrics.

Please include a detailed budget which lists all of the income and expenses for your program. Please note which funds have already been received, committed, pending or in-kind.